

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 17, 2019
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Carol Paulsen, Dennis Flavin, Diane Longo, Marguerite Barone, Robert Winowitch, Neely McCahey, Alicja Feitzinger and Sandra Bartalis.

The meeting was called to order at 7:01 p.m.

The meeting began with the salute to the flag.

The Board adopted of the Agenda. (Longo, Paulsen; unanimous)

Public Participation: None

Minutes

The minutes of the Board meeting of May 20, 2019 were approved. (Barone, Winowitch; unanimous)

The minutes of Executive Session on May 20, 2019 were approved. (Paulsen, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May 2019 in the amount of \$692,636.22 were approved. (Winowitch, Barone; unanimous)

Warrant #37 dated May 2, 2019 in the amount of \$19,565.19 was approved. (Barone, Paulsen; unanimous)

Warrant #39 dated May 16, 2019 in the amount of \$131,889.93 was approved. (Longo, Winowitch; unanimous)

Warrant #40 dated May 30, 2019 in the amount of \$28,325.86 was approved. (Longo, Winowitch; unanimous)

Payroll Summary

The Payroll Summary for May 2019 was approved. (Barone, Winowitch; unanimous)

Treasurer's Report

The Treasurer's Report for May 2019 in the amount of \$6,716,857.05 was approved. (Winowitch, Longo; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the June 17, 2019 Schedule of Bills before being presented to the Board for their approval.

The June 17, 2019 Schedule of Bills, Warrant #38, in the amount of \$175,363.78 was approved. (Barone, Winowitch; unanimous)

Administrator's Reports

The Board reviewed each of the Administrator's Reports with interest.

To her report Ms. McCahey added the following:

Ms. McCahey informed the Board that the refurbishment of the main floor bathrooms is near completion. She stated that the water fill station had been repaired. Ms. McCahey reported to the Board that the outdoor shed will be smaller than originally proposed but will still comprise of all the working features sought out with the original order. Ms. McCahey postponed the sail shade project for the outdoor patio space until the area has been restored with landscaping and power washing on the retaining wall. The Inside/Out is in the process of soil testing. The Discovery Grove ground cover has been replaced. The Administration department has received new carpeting. The Community Service and the Reference offices will begin their carpet install the week of July 8, 2019. Ms. McCahey stated that the 33rd Annual Legislative Breakfast will be held at SCLS on September 20, 2019. The Board stated they liked the cover of the July's Newsletter.

Mrs. Feitzinger followed up the Children's Programs attendance from 2015 to 2019 (January-May). She stated that in 2017 Outreach Services had been developed. The department reports started tracking the attendance into the Outreach stats, which includes Teen, Adult and Children program stats. Taking that into consideration the Children's department attendance is doing very well after the year 2017. Mrs. Feitzinger also reported to the Board that staff members participated in the EAP workshop on mediation at Middle Country Library. The Friends of Sachem Public Library hosted a staff luncheon to all employees on June 14, 2019.

Department Reports

The Board reviewed all the department statistics with interest.

SCLS Board Report

Mrs. Barone reported to the Board that the 2019 Trustee Workshop will be held at SCLS on October 29, 2019. She also stated that SCLS has added a sensory garden. Mrs. Barone informed the Board that the direct access loan statistics increased and inter-library loan has statistics have decreased. She reported that the SCLS Director and a representative from the State Department of Library Development visited seven member libraries and was very impressed by Sachem Public Library. Mrs. Barone informed the Board that Lauren Moore has been appointed as State Librarian.

Old Business

Negotiations were discussed in Executive Session.

New Business

The Board approved the Disposal of Equipment. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the Amendment and Restatement of the Library's 403b Plan to conform to the IRS approved plan, NON-ERISA VOLUME SUBMITTER 403(B) PLAN DOCUMENT FOR PUBLIC SCHOOLS, COMMUNITY COLLEGES AND PUBLIC UNIVERSITIES AND COLLEGES SIMPLIFIED ADOPTION AGREEMENTS #04001 and authorize the Library's Director to sign and adopt the Corporate Resolution. (Longo, Winowitch; unanimous)

On the Director's recommendation, the Board approved the revised smoking rules on the property to comply with the NYS Public Health Law §1399-o which takes effect June 19, 2019. The Sachem Public Library will no longer allow smoking directly outside of entrances or exits. Smoking will be prohibited on patron patios and in all outdoor spaces. Smoking on the grounds will be limited to a designated area that meets the guidelines set forth in Public Health Law §1399-o. (Longo, Winowitch; unanimous).

On the Directors recommendation, the Board made a resolution to approve a transfer of funds between budget lines. (Barone, Paulsen; unanimous)

The Board adjourned into Executive Session at 7:48 p.m. to discuss the Personnel Report, Non-Affiliated Staff Personnel Report and Negotiations. (Winowitch, Longo; unanimous)

The Personnel Report with the addendum was approved. (Paulsen, Barone; unanimous)

The Non-Affiliated Staff Personnel Report was approved. (Winowitch, Longo; unanimous)

On the director's recommendation, the Board approves the ratification of the Custodial Unit, Part-time Clerical and Page Unit and the Full-time Professional Unit contracts from July 1, 2019 to June 30, 2022. (Longo, Winowitch; unanimous)

Regular Session resumed at 8:36 p.m.

The next Board Meeting will be held on Monday, July 15, 2019 at 7:00 p.m.

The PLDA Golf Fundraiser and Dinner will be on Thursday, September 26, 2019.

Adjournment

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,

Diane Longo